



# Department of Defense **DIRECTIVE**

June 29, 1998  
**NUMBER 5100.87**

DA&M

SUBJECT: Department of Defense Human Resources Activity (DoDHRA)

- References:
- (a) Title 10, United States Code
  - (b) DoD Directive 5124.4, "Department of Defense Civilian Personnel Management Service," August 30, 1993 (hereby canceled)
  - (c) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993
  - (d) DoD Instruction 4000.19, "Interservice and Intragovernmental Support," August 9, 1995

## 1. PURPOSE

This Directive:

1.1. Reflects the establishment of the DoDHRA within the Department of Defense, pursuant to the authority vested in the Secretary of Defense under reference (a), with the mission, organization, responsibilities, functions, relationships, and authorities as prescribed herein.

1.2. Reflects the merger of the DoD Civilian Personnel Management Service and the Defense Manpower Data Center into a single DoD entity, named the "DoD Human Resources Activity," and replaces reference (b).

1.3. Authorizes **future** consolidation of operating and support activities under the cognizance of the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) within the DoDHRA.

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense; the Military Departments; the Chairman of the Joint Chiefs of **Staff**; the Combatant Commands; the Office of the Inspector General, Department of Defense; the Defense Agencies; and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

## 3. MISSION

3.1. Provide program and policy support, and associated **information** management and administrative services to the DoD Components on human resources matters.

3.2. Collect, archive and provide management information, research and analysis of human resources, and other related functional area data bases for the Department of Defense.

3.3. Provide support to other DoD programs as assigned by the USD(P&R).

#### 4. ORGANIZATION AND MANAGEMENT

The **DoDHRA** is a DoD Field Activity under the authority, direction, and control of the **USD(P&R)**. The **DoDHRA** shall consist of a Director and such subordinate elements as the Director establishes, within the resources authorized by the Secretary of Defense.

#### 5. RESPONSIBILITIES AND FUNCTIONS

The Director, DoDHRA, shall:

5.1. Organize, direct, and manage the **DoDHRA** and all assigned resources.

5.2. Provide support to the DoD Components in the administration of human resources policies and programs.

5.3. Administer assigned DoD-wide human resources programs and associated functional information management activities including, but not limited to, business improvement and fictional economic analysis.

5.4. Support the information requirements of the **Office of the USD(P&R)** and other members of the DoD manpower, personnel, readiness and training communities by:

5.4.1. Collecting and maintaining an archive of automated manpower, personnel, readiness and training, and assigned financial data bases for the Department of Defense; and

5.4.2. Conducting related research and analysis, as required.

5.5. Advise and assist the **USD(P&R)** within assigned responsibilities and functions.

5.6. Perform other functions as assigned by the **USD(P&R)**.

#### 6. RELATIONSHIPS

6.1. In the performance of assigned duties, the Director, DoDHRA, shall:

6.1.1. Exchange information and advice and coordinate actions with DoD Components, as required, to carry out assigned responsibilities and functions.

6.1.2. Use established facilities and services in the Department of Defense and other Government Agencies, whenever practicable, to avoid duplication and to achieve maximum efficiency and economy of operations,

6.1.3. Maintain liaison with other governmental and nongovernmental agencies, as required, to carry out assigned responsibilities and functions.

6.2. Heads of all DoD Components shall coordinate with the Director, DoDHRA, as appropriate, on matters under the cognizance of the DoDHRA.

## 7. AUTHORITIES

7.1. The Director, **DoDHRA**, is specifically delegated authority to:

7.1.1. Obtain reports, information, advice, and assistance, consistent with the policies and criteria of DoD Directive 8910.1 (reference (c)), as deemed necessary.

7.1.2. Communicate directly with appropriate representatives of the DoD Components and other governmental and nongovernmental agencies on matters related to the DoDHRA. Communications to the Commanders of the Combatant Commands shall be transmitted through the Chairman of the Joint Chiefs of Staff.

7.1.3. Exercise the administrative authorities in enclosure 1.

## 8. ADMINISTRATION

8.1. The Director, **DoDHRA**, shall be appointed by the USD(P&R).

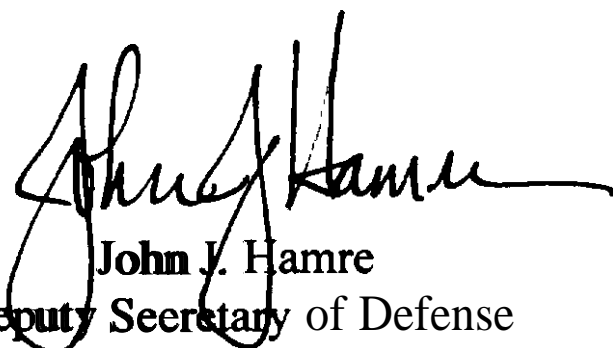
8.2. The **DoDHRA** shall be authorized such personnel, facilities, funds, and other resources as the Secretary of Defense deems necessary.

8.3. The Military Departments shall assign military personnel to the DoDHRA in accordance with approved authorizations and established procedures for assignment to joint duty.

8.4. Administrative support for the DoDHRA shall be provided by appropriate DoD Components through inter-service support agreements in accordance with DoD Instruction 4000.19 (reference (d)).

9. EFFECTIVE DATE

This Directive is effective immediately.



**John J. Hamre**  
Deputy Secretary of Defense

Enclosure  
Delegations of Authority

E. 1. ENCLOSURE 1DELEGATIONS OF AUTHORITY

El. 1.1. Pursuant to the authority vested in the Secretary of Defense, and subject to the direction, authority, and control of the Secretary of Defense, and in accordance with DoD policies, Directives, and Instructions, the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), or in the absence of the USD(P&R), the person acting for the USD(P&R), is hereby delegated authority as required in the administration and operation of the DoD Human Resources Activity to:

El. 1.1.1. Establish advisory committees and employ temporary or intermittent experts or consultants, as approved by the Secretary of Defense, for the performance of DoD Human Resources Activity **functions** consistent with 10 U.S.C. 173; 5 U.S.C. 3109(b); and DoD Directive 5105.4, "DoD Federal Advisory Committee Management Program," September 5, 1989.

El. 1.1.2. In accordance with 5 U.S.C. 7532; Executive Orders 10450, 12333, and 12958; and DoD Directive 5200.2, "DoD Personnel Security Program," May 6, 1992; as appropriate:

El. 1.1.2.1. Designate any position in the DoD Human Resources Activity as a "sensitive" position.

El. 1.1.2.2. Authorize, in case of emergency, the appointment of a person to a sensitive position in the DoD Human Resources Activity for a limited period of time and for whom a fill field investigation or other appropriate investigation, including the National Agency Check, has not been completed.

El. 1.1.2.3. Authorize the suspension, but not terminate the services, of a DoD Human Resources Activity employee in the interest of national security.

El. 1.1.3. Authorize and approve:

El. 1.1.3.1. Temporary duty travel for military personnel assigned or detailed to the DoD Human Resources Activity in accordance with Joint Travel Regulations, Volume 1, "Uniformed Service Members."

El. 1.1.3.2. Travel for DoD Human Resources Activity civilian employees in accordance with Joint Travel Regulations, Volume 2, "DoD Civilian **Personnel**."

El. 1.1.3.3. Invitational travel to **non-DoD** personnel whose consultative, advisory, or other highly specialized technical services are required in a capacity that is directly related to,

or in connection with, DoD Human Resources Activity activities, in accordance with Joint Travel Regulations, Volume 2, "DoD Civilian Personnel."

E. 1.1.1.3.4. Overtime work for DoD Human Resources Activity civilian employees in accordance with Chapter 55, Subpart V of 5 U.S.C. and applicable Office of Personnel Management regulations.

El. 1.1.4. Approve the expenditure of funds available for travel by military personnel assigned or detailed to the DoD Human Resources Activity for expenses incident to attendance at meetings of technical, scientific, professional, or other similar organizations in such instances where the approval of the Secretary of Defense, or designee, is required by 37 U.S.C. 412, and 5 U.S.C. 4100 and 4111.

El. 1.1.5 Develop, establish, and maintain an active and continuing Records Management Program pursuant to 44 U.S.C. 3102 and DoD Directive 5015.2, "Records Management Program," March 22, 1991.

E 1.1.1.6. Utilize the Government International Merchant Purchase Authorization Card (IMPAC) for making micro purchases of material and services, other than personal services, for the DoD Human Resources Activity when it is determined more advantageous and consistent with the best interests of the Government.

E 1.1.1.7. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required, for the effective administration and operation of the DoD Human Resources Activity, consistent with 44 U.S.C. 3702.

El. 1.1.8. Establish and maintain, for the functions assigned, an appropriate publications system for the promulgation of common supply and service regulations, instructions, and reference documents, and changes thereto, pursuant to the policies and procedures prescribed in DoD 5025. 1-M, "DoD Directives System Procedures," August 1994.

E 1.1.1.9. Enter into support and service agreements with the Military Departments, other DoD Components, or other Government Agencies, as required, for the effective performance of DoD Human Resources Activity functions and responsibilities.

El. 1.1.10. Enter into and administer contracts through a Military Department, a DoD contract administration services component, or other Federal Agency, as appropriate, for supplies, equipment, and services required to accomplish the mission of the DoD Human Resources Activity. To the extent that any law or Executive order specifically limits the exercise of such authority to persons at the Secretarial level of a Military Department, such authority shall be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

El. 1.1.11. Exercise the authority delegated to the Secretary of Defense by the Administrator of General Services on the disposal of surplus personal property.

El. 1.2. The **USD(P&R)** may redelegate these authorities, as appropriate, and in writing, except as otherwise provided by law or regulation.

El. 1.3. These delegations of authority are effective immediately.